



6182 Brockdell Rd - Pikeville, TN 37367 • 877-716-4493

## MONTHLY Guest Agreement

### **GUEST MUST READ AND INITIAL ALL SECTIONS OF AGREEMENT**

#### **Fees**

Monthly Fees = See current rate schedule on website, + tax (first 90 days only) + metered electricity (Includes 2 adults).

No refunds are provided for early departures. No proration.

The monthly fee may be increased occasionally, but guests will be provided 30 days notice in such cases.

#### **Additional charges:**

- Extra adult (18 and over) \$50.00 | Extra child (17 and under) \$30.00.
- Maximum (5) persons per site. Maximum 3 adults per site. Maximum 3 children per site.

#### **Deposits**

Monthly reservations require the first month's RV site charge to be paid in full at time of booking to hold a suitable RV site. In addition, for each subsequent month the guest would like an RV site to be held for their stay, a non-refundable deposit of \$150 per month will be charged. Upon check-in a \$100 electricity deposit will be charged and held for the duration of your stay and applied to your final electricity charges due at the time of your departure. Final electricity charges in excess of \$100 will be charged to the credit card on file. If final electricity charges are less than \$100 the deposit balance will be refunded to the credit card on file, less any other charges due per this agreement, within 10 days after the end of paid monthly reservation and removal of all guest's belongings. If any guest's belongings are left on Mountain Glen property beyond the end of the paid reservation, the guest agrees to forfeit any remaining deposit.

#### **Payments and Due Date**

The first month's payment is due at the time the reservation is made. Thereafter the payment due date shall be on the reservation arrival date anniversary. Guests must have a valid credit card on file at all times and agree to have the monthly fee automatically charged on the due date each month and the metered electricity charged on or about the 1st of each month to the credit card on file (a receipt will be e-mailed to you). If you prefer to pay the monthly fee in cash you must pay prior to the due date. We do not accept checks. It is the guest's responsibility to provide Mountain Glen RV Park & Campground with updated credit card information as necessary. If a payment cannot be processed for any reason a \$10 fee may be added to your account for each day the payment is late.

#### **Metered Electricity**

An initial meter reading will occur on your arrival date. Thereafter meters are read and usage is billed on the 1st of each month (a receipt will be e-mailed to you). A final meter reading will occur on your departure date after you've departed. Your electricity deposit will be applied to the final electricity charge. Any additional amount due will be billed to the credit card on file. A refund will occur if the deposit exceeds the final charge. **INITIAL METER READING: \_\_\_\_\_**

#### **Damages and Removal of Guest Property**

Any costs incurred by Mountain Glen due to damages (e.g., damages to electrical pedestal, water spigot, sewer, fences, trees, picnic tables, fire rings, signage, grass, etc.) caused by guest or costs incurred by Mountain Glen for removal of guest's property will be charged to credit card on file and/or deducted from the remaining electricity deposit balance. Guest agrees to pay any additional costs incurred by Mountain Glen and will be billed if other payment methods are insufficient.

## Mail & Packages

Guests may NOT change their permanent legal mailing address to Mountain Glen's address and establish domicile/residency. Guests may not fill out a change of address form with USPS and change their address to Mountain Glen's address. Guests may not obtain a driver's license with Mountain Glen's address. Guests may not have personal first class letters sent to Mountain Glen's mailing address. If you have a mail service, which we highly recommend, you may have it shipped here. Another option would be to obtain a P.O. Box in a nearby city. We are more than happy to accept packages from USPS, UPS, FedEx, etc. Packages are generally left in the laundry area. All packages sent to the park after your departure will be returned to sender unless specific arrangements are made.

Please address all mail/packages as follows including your site number:

**John Doe (Site #\_\_\_\_ )**

c/o Mountain Glen RV Park & Campground

6182 Brockdell Rd

Pikeville, TN 37367

## Other Rules and Requirements

Guests may not store items outside of their RVs. Examples of non-allowable items are: refrigerators, freezers, upright storage cabinets, garbage cans, tools, and generators. Examples of allowable items are: camping chairs, small grills, rubbermaid storage containers that fit under the RV, and patio mats that are **NOT** on the grass. If you are unsure about an item please ask. Guests may not place any items on the grassy area of their site in a manner or for a period of time which will result in the grass dying.

**Mowing** — Guests are responsible for moving items off the grassy area of their site to facilitate mowing and weed whacking. Please do not set up satellite dishes in the grass as they will be in the way for mowing.

**RV Washing** — Guests staying more than one month are required and permitted to wash their RV's to maintain a clean appearance, not to exceed one washing a month.

**Staying through the Winter** — Guests planning to stay during any winter months (Nov-Mar) are required to have an RV designed for below-freezing temperatures, often considered a "4 Season" RV and/or having an "Arctic Package" or similar. Guests are required to have a heated water hose. Mountain Glen will winterize the spigot on the guest's site using heat cable and insulation at guest's expense. Guests may keep the heat cable upon departure. Any damage to Mountain Glen property resulting from the guest's failure to properly winterize will be the guest's financial responsibility.

**Pets** — Monthly guests must abide by our Pet Policy as stated in the Rules and Policies section on our website. Specifically, **Pets must be on a leash and supervised at all times.** Pets may not be left unattended outside of RVs. No pets are allowed in any buildings. All pet droppings must be picked up and disposed of properly.

**Driver's License** — photocopy of driver's license is required and kept on file.

## Duration of Stay Acknowledgment

This section is to indicate whether you will be staying for one month or longer.

I intend to stay for one month. (Guests may choose to extend their stay based on site availability and management approval.)

I intend to stay for \_\_\_\_\_ months. I understand a non-refundable deposit of \$150 per month will be charged for \_\_\_\_\_ additional months beyond the first month of my stay in order to hold my RV site. (Guests may choose to extend their stay with approval from management and based on site availability.)

## **Discontinuing Monthly Stays**

Monthly guests who have elected to stay for longer than one month and are wishing to discontinue their stay at Mountain Glen RV Park & Campground are required to provide 2 weeks notice and their RV must be removed prior to the next payment due date. Failure to provide notice by the required time will result in a \$150 cancellation fee.

Mountain Glen management may choose to discontinue any monthly stay for any reason, other than a violation of the rules and policies, with 2 weeks written notice via email. In such a case, guest will be permitted to stay only through the end of the current prepaid monthly period.

## **Guest Ejection**

Violation of any part of this agreement, or the rules and policies listed on our website at the website address below, can result in a guest being immediately ejected from Mountain Glen property with no refund.

Monthly guests must abide by all of these rules and requirements stated herein as well as the rules outlined on our website which may be updated at any time: <http://www.mountainglenonline.com/rulesandpolicies.htm>

## **Guest & RV/Camper Info**

Today's Date: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

Total number of guests: Adults \_\_\_\_\_ Children: \_\_\_\_\_

Please print the first and last names of all persons who will be occupying this RV site. Only persons listed below are permitted to occupy the RV site without permission from management.

1: \_\_\_\_\_ 4: \_\_\_\_\_

2: \_\_\_\_\_ 5: \_\_\_\_\_

3: \_\_\_\_\_

RV Make: \_\_\_\_\_ RV Model: \_\_\_\_\_ License Plate#: \_\_\_\_\_

RV Site #: \_\_\_\_\_ Driver's License #: (photo copy required to be on file)

I \_\_\_\_\_ accept the terms of the above guest agreement.